

REQUIREMENTS FOR BROKER-DEALER REGISTRATION

I. FILING REQUIREMENTS-CRD

- A. Broker-Dealer applications are filed with CRD. Filing fee of \$250.00 is submitted to the CRD with Form BD.
- B. Agent Registration. NASD members register all agents through the CRD System. The agent filing fee is \$25.00 per agent and is submitted to the CRD with the form U-4.
- C. All Amendments to Form BD are to be filed with the CRD.
- D. Branch Offices. The opening, relocation or closing of branch offices is done through the CRD on Form BR.

II. FILING REQUIREMENTS-STATE

- A. Please complete the attached cover sheet and return it to the Indiana Securities Division along with the requested documents.
- B. **Indiana requires that you register two principals in Indiana.** Principals need to have passed a principal's exam (i.e. Series 4, 24, 26, 27, 39, 53, 54, etc.)
- C. Branch Managers. Indiana Branch Managers must pass a principal's examination or the Series 9 and Series 10.
- D. A copy of the firm's most recent audited financial statement and most recent Focus I or II. Report must be sent to the Indiana Securities Division along with the attached cover letter.
- E. A Certificate of Authority of a Foreign Corporation to Transact Business in Indiana is required **only** if applicant intends to have an agent **living** in the State of Indiana or if it **maintains a branch office in Indiana**. If you have any questions about how to obtain a Certificate of Authority of Foreign Corporation to Transact Business in Indiana, please call the Business Service Division at (317) 232-6576 or go online to www.in.gov/sos/business/.
- F. Indiana has 30 days to review your completed application for registration before your registration becomes effective. This 30-day period will not begin until all materials requested by Indiana are received by Indiana.

III. REQUIRED EXAMS

- **Broker-Dealer Principals and Branch Managers (General):**
 - NASD Series 4, 9 and 10
- **Broker-Dealer Principals and Branch Managers (Restricted)(Firm Restricted to Business in Subject Area of Examination):**
 - NASD Series 26 (Investment Company/Variable Contracts), NASD Series 39 (Direct Participation Programs), NASD Series 4 (Registered Options).
- **Broker-Dealer Agents (General):**
 - NASD Series 7 and NASD Series 63 or 66.
- **Broker-Dealer Agents (Restricted):**
 - NASD Series 6 (Investment Company/Variable Contracts), NASD Series 22 (Directed Participation Programs), NASD Series 62 (Corporate Securities), NASD Series Securities), and the NASD Series 63 or 66.

Questions regarding audited financials and FOCUS I and II contact Doreen Fuery, Senior Accountant, at (317) 232-0737. Questions regarding registration or exams in general contact a Division Compliance Officer at (317) 232-6681.

INDIANA BROKER-DEALER COVER SHEET

This cover sheet should be completed in full and returned, along with the requested documents, to the Indiana Securities Division so that your firm's broker-dealer application may be processed. Please type all information.

1. Name of Firm: _____
Contact Person: _____
Address of Firm: _____

Telephone # () _____ Fax # () _____

CRD Number of Firm _____

Have you filed with the CRD to request registration in Indiana? _____

Have you filed with the CRD to request registration in Indiana for all agents you wish to register in Indiana? _____

2. Name of First Principal _____
CRD Number of First Principal _____

Name of Second Principal _____
CRD of Second Principal _____

3. Does the firm intend on having a branch office or agent in Indiana? Yes___ No___ If so, please attach a copy of the Certificate of Authority of a Foreign Corporation to Transact Business in Indiana.

4. What is the firm's fiscal year end? _____

PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS COVER SHEET AND RETURN TO THE INDIANA SECURITIES DIVISION:

- The firm's most recent audited financial statement.
- The firm's most recent FOCUS Report.
- If the firm's most recent FOCUS Report and Audited Financials are over 60 days old, please include an unaudited balance sheet.

- If the firm intends on having a branch office or agent living in Indiana, please attach a copy of the Certificate of Authority of a Foreign Corporation to Transact Business in Indiana.